

**SCOPE OF WORK**  
***BUILDING AUTOMATION SYSTEM***  
***WORKSTATION AND SOFTWARE UPGRADE***  
**American Embassy Suva, Fiji**

- **INTRODUCTION.**

This is a firm fixed price contract for the supply, installation of new workstation system and software upgrades for the Delta Controls based building automation system at the American Embassy Suva, Fiji. The existing BAS workstation consists of a windows Vista XP operation system residing on an Acer Intel® Pentium® Dual CPU E2220 @ 2.40HGz 2.39 GHz, 1.99 GB of RAM running ORCAview 3.33R2 for the Delta Controls software application. The package evaluation will be based on lowest price, technically acceptable. Each contractor will provide a project proposal that includes a basic layout for the upgrade work planned, details of the equipment proposed for installation, a narrative of 200 or more words describing their proposed work and a detailed timeline schedule, and an itemized cost. No bidder may be selected at the Government's option. The contractor implementing this SOW shall provide for the timely supply, delivery, and installation of all equipment per this SOW. Also to be included is a one-year warranty, O&M Manuals, training, and testing. All proposal packages must be accompanied with a work plan and projected site visit dates for all listed tasks within this work statement. Please contact Ellen Moses **on 3314466 Email: [MosesEE@state.gov](mailto:MosesEE@state.gov)** for details. All cost proposal packages are due to Ellen Moses no later than July 20<sup>th</sup>, 2015.

- **SCOPE.** (At a minimum the following work must be performed.)
- **INTENT.** The intent of this scope is to procure the services of a contractor to carry out upgrade works for delta controls based building automation systems at the US Embassy Suva, Fiji. The awarded contractor will be required to replace the existing aging workstation with a new workstation capable to operate the latest Delta Controls Orcaview version and carry out all necessary software, hardware and firmware migration from existing Orcaview version 3.33R2.
- **EQUIPMENT AND SOFTWARE SELECTION.** The new workstation system shall be Dell Precision Tower 910Workstation or approved equal. Each contractor cost proposal must clearly state the equipment model proposed and all optional features. The new workstation should come with all software and hardware applications appropriate to Delta Controls requirements. Minimum equipment and software guideline options are detailed in section 2.3 & 2.4. These guide lines are provided for reference only. Any other branded workstation system with similar specs may be acceptable as long as it meets the Delta Controls application requirements. The government can determine that any equipment offered without features deemed essential by the COR is technically unacceptable.
- **MINIMUM WORKSTATION REQUIREMENT DETAILS**
  - Processor One; Intel® Xeon® processor E5-2600 v3 family with 4 core and Intel Advanced Vector Extensions, Intel Trusted Execution Technology, Intel AES New instructions, Optimized Intel Turbo Boost and optional Intel vPro™ technology.
  - Operating System Options • Genuine Windows® 7 Professional

- (64-Bit) with option to upgrade to Windows 8
  - Memory; 8G
  - Graphics; NVIDIA Quadro NVS™ 510
  - GPU GPGPU MCC Compute • One NVIDIA Tesla® K20C Computing Processors (GPGPU)
  - Storage Options Up two 3.5" SATA or SAS drives SATA 7200RPM, 2.0TB
  - Storage Controller Integrated: • LSI SAS 3008 SATA/SAS 12Gb/s controller supports software RAID 0, 1.
  - Add-in cards • Thunderbolt 2 PCIe card w DisplayPort loop back cable • Serial port PCIe card
  - Communications Intel I217 & I210 Gigabit Ethernet controllers with Intel Remote Wake UP, PXE
  - Ports Front : 3 USB 2.0, 1 USB 3.0, 1 Microphone, 1 Headphone Internal: 3 USB 2.0, 8 SATA/SAS 12Gb/s, 2 SATA 6Gb/s (for optical drive(s)) Rear: 3 USB 2.0, 3 USB 3.0, 2 PS2, 2 RJ45, 1 Serial
  - Bays, chassis, ports Bays: One external slimline optical bay, one external 5.25" bay, 3 3.5" or 3 2.5" front accessible hard drive bays (four in 5.25" bay) 5 slots,
  - Monitors Dell UltraSharp series - high-performance monitors with Premier Color and ultrawide viewing, 24"
  - Optical Drive Slim-line tray load options: DVD-ROM; DVD+/-RW
  - Security Options Trusted Platform Module (TPM 1.2); Intrusion switch; Setup/BIOS Password; I/O Interface Security.
  - Warranty & Support Services Limited Hardware Warranty; Optional 3 year Dell ProSupport premium support from expert technicians & 24x7 global availability.
- MINIMUM SOFTWARE REQUIREMENTS
  - DELTA CONTROLS ORCAVIEW VERSION 3.4R3 OR LATER.
  - DELTA CONTROLS Latest hardware firmware applicable for the delta controllers to work in concert with latest Orcaview version.
  - WINDOWS ESSENTIALS with Microsoft Office professional.
- SHIPMENT OF EQUIPMENT. Equipment shall be shipped by unclassified commercial means or purchased locally. The contractor is fully responsible for any damage to the equipment during shipping.
- O&M MANUALS. Two sets of O&M manuals shall be provided to the Facility Manager prior to departure from site. O&M manuals must include all schematics that may be needed in the maintenance or troubleshooting of the systems.
- TRAINING. After installation and commissioning is complete, a training session shall be provided by the contractor for all interested Post facilities section employees. The training session shall be a minimum of 4 hours, hands-on, and system maintenance, repair, and operational procedures.
- LABELING. All equipment installed or altered shall be correctly labeled. All installed equipment shall be properly labeled. Labeling must be completed prior to the training.

Hand written labels or labels deemed by the COR to peel off too easily are not acceptable.

- **SITE RESTORATION.** The contractor shall ensure that all facilities receiving this work shall be left in a condition acceptable to the Post FM upon completion
- **DISPOSAL OF MATERIALS REMOVED.** The Post shall be responsible for the disposal of removed materials. The contractor shall meet with the Post FM prior to commencement of work to determine where the materials to be disposed of shall be stored on site. The contractor shall transport all materials to be disposed of from the point of removal to the designated disposal storage site, and shall ensure that all items removed through this work are disposed of properly. Any removed equipment related to this project may be sold and removed from the property by the Post.
- **WARRANTY.** The installing contractor shall provide a one-year warranty that includes all parts, materials, labor, travel costs, per diem, and all miscellaneous costs. The contractor may seek reimbursement from the manufacturer or any other entity providing warranties for the equipment installed, but the contractor must be the responsible party for warranty repairs. The contractor shall provide, at his cost, for onsite repairs within 7 DAYS of notification of an operational problem or failure within the warranty period.
- **WORK STANDARDS AND QUALIFICATIONS:** This Statement of Work requires the awarded contractor to provide a technician qualified on the Delta Controls with factory training/experience. The contractor shall furnish all tools, test equipment and properly supervise all site personnel.
- **SECURITY REQUIREMENTS:** N/A. The contractor will be escorted as necessary.
- **COMMENCEMENT OF TRAVEL TO SITE AND WORK:** In conjunction with the work plan and price proposal provide a calendar of proposed visit dates, travel dates, noting any down days. Provide the performing technician's names and credentials if not already on file. The contractors work plan must indicate a full schedule and note the work days and travel days. The contractor shall under no circumstances incur any travel or other costs, or begin the travel to the site or work at site until a signed purchase order is issued and a cable granting country clearance is received. Once all needed material is onsite, visit dates will be coordinated between Post personnel, contract COR and the contractor. The contractor will be asked to furnish the Post FM the traveling technicians' flight itinerary and security information. The contractor shall provide a travel schedule and work plan in conjunction with cost proposal.
- **SAFETY:** Safety is the highest priority on this and all POST contracts. The contractor shall direct all of those under his charge to work safely. Regular safety meetings shall be held among on-site contractor personnel, and safety concerns shall be brought to the attention of the Post Safety and Health Officer (POSHO) and the COR or COTR.
- **REQUIREMENTS AND DELIVERABLES:** All scope work must be completed no later than *3 months from contract awarded date*. This includes subsequent paperwork, and all final site visit reports. The final inspection report must outline site conditions, noted discrepancies, operational functionality, and related safety concerns. Deliver the report electronically to Samson Shankaran at [ShankaranSS@state.gov](mailto:ShankaranSS@state.gov). The report format should follow the

guidelines listed below:

- Provide a one page Executive Summary noting SOW completion, equipment status at project completion, and the next projected site service date.
  - Provide a section on test and commissioning results.
  - Provide a section of acceptance document to be signed off by post facility manager.
  - Provide a section noting the training given, and the names of the site personnel that attended.
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- **ALLOWANCES FOR MISCELLANEOUS TIME REQUIREMENTS:** The contractor's price proposal must allow for time delays that may be encountered in coordination of a planned outage. Including but not limited to delayed access to certain building spaces, meetings and report writing. No additional funds will be provided to compensate for additional time requirements or delays that could have been reasonably anticipated.
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- **POINTS OF CONTACT:** Post point of contact will be the BAS Foreman, Mr. Samson S Shankaran Email : [ShankaranSS@state.gov](mailto:ShankaranSS@state.gov)  
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END SOW